**Finance Business Partner**

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| **Faculty/Department:** Financial Services | **Employee Group:** Administrative |
| **Campus:** Trafalgar (May be assigned activity at any Sheridan campus) | **Payband:** NK |
| **Reference** #: 19/A/108 | **Hiring Range:** $76,235 - $81,000 |
| **Application Deadline:** October 22, 2019 |  |

Reporting to the Director, Budget and Financial Planning, the Finance Business Partner is a key person from Finance that supports departments’ success under an Activities Based Budgeting (ABB) environment. The incumbent will take a leading role in the implementation of the budget software that supports ABB (the “Budget Software”), by working collaboratively with the project team, the vendor, and other stakeholders within Sheridan. The incumbent will act as a key advisor for Sheridan’s budget holders by providing analytical support and training for effective budgeting and financial management in the ABB environment as well as participate in the change management process.

**Specific Responsibilities**

* Participating in all phases of the Budget Software implementation;
* Working together with the Director and the project team to ensure proper configuration of the budget software to support ABB as well as optimized budget operations;
* Identifying where data resides within Sheridan’s system and coordinates with appropriate personnel to extract and clean data;
* Participating in the communication and change management activities of the ABB implementation together with the Director of Budgets and Financial Planning. Activities may include meetings with budget holders to provide training and support, and updating communication materials related to ABB;
* Serving key role in increasing Sheridan’s financial literacy by meeting with stakeholders and helping them to understand the budget, identify variances and opportunities for revenue generation/cost efficiencies;
* Developing/improving financial processes (budgeting, analysis, reporting) and controls to improve productivity or financial performance;
* Communicating with stakeholders to resolve budget issues and recommend solutions;
* Tracking investment budget allocations and spending, provide periodic reconciliations
* Liaising with budget holders to understand changes in organizational structures and position head counts, and properly reflect the changes in the financial system as well as in the complement;
* Performing other related duties as assigned.

**Qualifications**

The successful candidate will possess the following qualifications:

* 4-year Bachelor’s degree in Accounting, Finance, Business Administration or related field of study along with a minimum of 5 years of financial planning & analysis experience (or an equivalent combination of relevant education and experience)
* Currently holds a CPA designation
* Strong communication and leadership skills and the ability to effectively collaborate with stakeholders of all levels
* Strong problem-solving skills, process-improvement mindset, and desire to learn
* Ability to influence stakeholders and a passion for helping them to become better at financial management
* Solid financial and analytical skills, including experience with: budgets and forecasts, operating plans, reconciliations and financial analysis
* Advanced Excel spreadsheet skills; including the creation and maintenance of complex budgeting/financial models
* Working knowledge of CICA and PSA (Public Sector Accounting) standards
* Proficient with accounting software, electronic mail and word processing software
* Experience implementing process improvements
* Progressive accounting experience
* Understanding of ABB/RCM principles, or strong desire to learn
* Experience with software implementation is not required but is an asset

Sheridan welcomes diversity in the workplace and encourages applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Sheridan is committed to accommodating applicants with disabilities throughout the hiring process.  At any stage of the hiring process, Human Resources will work with applicants requesting accommodation.

Note: Copies of educational credentials are requested at the time of an interview. As a condition of employment, Sheridan requires confirmation of educational credentials in the form of an official Canadian transcript or an official evaluation of international credentials which determines Canadian equivalency.

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